

WE ALL HAVE A HAND IN SAFETY

FROM: **IIFLT**

Good Morning Richmond Refinery,

Welcome to Week 10 of our 4th Quarter Loss Prevention Proactive Event. The presentation material is available on the IIF Website for your review.

*This week (and through the beginning of 2011) work groups will complete the year with a discussion about what you were proud of, what could have been better, who you would like to recognize.*

- Incident and Injury Free LT

Stay focused. Use LPSA before beginning any activity, when conditions change, or after a near loss or loss - or any unusual circumstance.

TO: Richmond Refinery Employees and Contract Partners  
841 Chevron Way

**Chevron USA**

**LOSS PREVENTION SELF ASSESSMENT**  
BEFORE BEGINNING ANY ACTIVITY/TASK/JOB, AFTER A LOSS OR NEAR LOSS, ANY UNUSUAL CIRCUMSTANCES:

**ASSESS** the risk!  
What could go wrong?  
What is the worst thing that could happen if something does go wrong?

**ANALYZE** how to reduce the risk!  
Do I have all the necessary training and knowledge to do this job properly?  
Do I have all the proper Tools and Personal Protective Equipment?

**ACT** to ensure loss-free operations!  
Take necessary Action to ensure the job is done properly!  
Follow written procedures/ask for assistance if needed!

**DO NOT PROCEED UNLESS ALL RISKS HAVE BEEN ADDRESSED!**  
For Everyone • Every Day • All the Time